

August 1, 2016 Item #3

September 7, 2016  
Item #4



DEPARTMENT OF COMMUNITY SERVICES  
PLANNING DIVISION  
TOWN OF WEST HARTFORD  
50 SOUTH MAIN STREET  
WEST HARTFORD, CT 06107-2431  
TEL: (860) 561-7555 FAX: (860) 561-7504  
[www.westhartford.org](http://www.westhartford.org)

PERMIT APPLICATION FOR: (check one of the following)

☐ Lot Split ☒ Special Use Permit ☐ Site Plan  
☐ Lot Line Revisions ☐ Subdivision ☐ Building Line

File # 1134-R1-16 Application Fee \$350 Surcharge Fee \$60 Date Received 7.15.16

Street Address (aka 7, 15, 17 BARKSHIRE ROAD) 1358 NEW BRITAIN AVE

Lot or Parcel # \_\_\_\_\_ Acreage/Lot Area .54 Zone R-6

Applicant's Interest in Property: NEW OWNERS

Brief Description of Proposed Activity: REDRAW LOT LINES AND INCORPORATE  
ALL UNDER SPECIAL USE PERMIT FOR WH UNITED METHODIST CHURCH

The undersigned warrants the truth of all statements contained herein and in all supporting documents to the best of his/her knowledge and belief. Furthermore, the applicant agrees that submission of this document constitutes permission and consent to Commission and Staff inspections of the site. Note: Notice is hereby given the Connecticut Department of Public Health must be notified by applicants for any project located within a public water supply aquifer protection area or watershed area. (CTDPH website at <http://www.dph.state.ct.us>)

WEST HARTFORD UNITED METHODIST CHURCH SALE  
Record Owner's Name Applicant's Name

1358 NEW BRITAIN AVENUE \_\_\_\_\_  
Street Street

W. HARTFORD CT 06110 \_\_\_\_\_  
City State Zip City State Zip

860-521-7766 \_\_\_\_\_  
Telephone # Telephone #

Contact Person:

KEN SHUSKES \_\_\_\_\_  
Name Applicant's Signature

30 PAXTON ROAD \_\_\_\_\_  
Street Signature of Owner/Authorized Agent

W. HARTFORD CT 06107 \_\_\_\_\_  
City State Zip

860-655-7623 KENS@US.IBM.COM  
Telephone # E-Mail



## West Hartford United Methodist Church

1358 New Britain Ave. West Hartford, Connecticut 06110

Church (860) 521-7766 • Fax (860) 313-0076 • E-mail [rhanse@snet.net](mailto:rhanse@snet.net)

Rick Hanse, Pastor

August 22, 2016

Catherine Dorau  
Planning and Zoning Division  
50 South Main Street  
West Hartford, CT 06107

**Subject: Extending Special Use Permit for the West Hartford United Methodist Church to 15 / 17 Berkshire Road**

The West Hartford United Methodist Church would like to apply to extend our Special Use Permit to property recently acquired at 15 and 17 Berkshire Road that is adjacent to our parking lot. The parking lot makes a 90 degree turn behind this property that was heavily wooded, and the main purpose of this acquisition was to improve security by creating direct sightlines from the building to our rear parking area as it has been subject to dumping and cars hanging out in the past. It will also be the only grassy area that we have that is not bordered by I-84 or New Britain Avenue. Our plan for the property is to make it an open green space that will be incorporated into our church grounds.

We request that the 1957 requirement of maintaining a 6' to 7' of screened buffer area 10 feet from our parking lot be modified along the 15 / 17 Berkshire Road lots. Now that the church owns these two lots and wants to incorporate them into our property, it defeats the purpose of both opening up the space to our church grounds and for the improved security we desire. Direct sight lines to the back of our property from the front of our building are not possible with this shielding. To shield neighbors from the parking lot, we will install a privacy fence along the 17 / 19 Berkshire Road property line. To shield the potential neighbors across the street, since the back parking lot is 200' feet from Berkshire Road, we feel a better shield would be 120' row of 30 four foot forsythia bushes along with 4 flowering thundercloud plum trees of 2" to 3" caliper up by Berkshire Road.

We take great pride in our church grounds. We realize our property is at an important gateway to the town with the exit 40 ramp directly next to our property, and we have maintained directly up to the ramp for at least 10 years. We do ultimately plan to have our new property landscaped with a gazebo with landscaping towards the southwest corner of 15 Berkshire for aesthetic purposes.

Thank you for your consideration of our proposal.

Sincerely,

Ken Shuskus  
President of Trustees  
West Hartford United Methodist Church



May 23, 1957

CC: S. Herr 341  
2/21/03

#1214 - continued

VOTED: To grant permission to Eleanor W. Laggren to erect a Garden Tool House, 16' long x 6' wide x 8'4" high, on the premises at 20 Colony Road, in accordance with plot plan submitted, said building to be used for storing tools, lawn mowers, etc. This permission is granted for a period of not more than five years.

Ten property owners were notified. A copy of the transcript of the testimony is on file.

\* \* \* \* \*

#1215 - PETITION of WEST HARTFORD METHODIST CHURCH  
1358 New Britain Avenue and Adjoining Property

Residence B Zone

Petition of The West Hartford Methodist Church by Atty. Howard J. Maxwell for special exception to use the premises known as 1358 New Britain Ave., and adjoining property - n/w corner of New Britain Avenue and Berkshire Road, for church purposes, including the erection of a church, other accessory buildings, and parking area, all in accordance with plot plan on file.

Upon motion of Commissioner Powell, seconded by Commissioner Liljedahl, the following unanimous vote was taken:

VOTED: To grant permission to The West Hartford Methodist Church to use the premises known as 1358 New Britain Avenue, and adjoining property at the northwest corner of New Britain Avenue and Berkshire Road, for church purposes, including the erection of a church building and a future building, as shown on the architect's plan, dated May 6, 1957, and plot plan by Francis P. Molloy, Land Surveyor, dated April 19, 1957 and submitted on May 2, 1957.

The Board, having viewed the property and heard testimony, in its judgment feels this to be a suitable location, and that it will be in the interests of public convenience and welfare.

For the protection of the abutting property owners, the Board makes it a condition that there be a 10 ft. screened buffer area around all the parking lots shown on the plans, which parking lots are to be at least 10 ft. from the property lines, and the driveways are to be the same as outlined on the plan of Architect George C. Kibbe.

Therefore, with the above conditions, which must be met before the premises may be occupied, it is the unanimous opinion of the Board that the neighboring property will not be substantially injured.

Twenty-two property owners were notified. A copy of the transcript of the testimony is on file.

\* \* \* \* \*

## Catherine Dorau

---

**Subject:** Neighborhood Outreach for Special Use Permit #1134-R1-16 - 1358 New Britain Ave & 7,15,17 Berkshire Rd.

**From:** Kenneth Shuskus [<mailto:kens@us.ibm.com>]  
**Sent:** Thursday, August 18, 2016 8:32 PM  
**To:** Catherine Dorau <[cdorau@WestHartfordCT.gov](mailto:cdorau@WestHartfordCT.gov)>

**Subject:** Neighborhood Outreach for Special Use Permit #1134-R1-16 - 1358 New Britain Ave & 7,15,17 Berkshire Rd.

Hi Cathy, the only ones who came this evening were 19 Berkshire Road homeowner, Lucy Diaz, with her son, Michael Diaz. They have no concerns and were pleased with everything. They actually came to see if we can coordinate the fence with them so they can run the same one across the back of their yard which, of course, we are happy to do. Do you need anything more formal than this note?

Thank you!

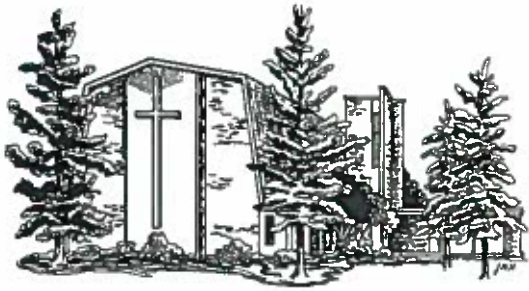
Ken Shuskus  
IBM CHQ Accounting  
3J-25 OB2, Somers, NY (914) 766-2427 or T/L 826-2427

~~~~~  
Thu 8/18/2016 8:23 AM

Ken/Karen,  
Please keep a record of attendees and any concerns and/or comments they may have at tonight's neighborhood outreach meeting. Submit this information so we can include it with the file and packets to the TPZ prior to the public hearing.

If there are concerns - I suggest you mention in your revised narrative how you are addressing those concerns.  
Regards,

Catherine Dorau  
Associate Planner  
Town of West Hartford  
Department of Community Services: Planning and Zoning Division  
50 South Main Street, Room 214 | West Hartford, CT 06107 | ph 860.561.7554 | f 860.561.7504  
[cdorau@westhartfordct.gov](mailto:cdorau@westhartfordct.gov)



## West Hartford United Methodist Church

1358 New Britain Ave. West Hartford, Connecticut 06110

Church (860) 521-7766 • Fax (860) 313-0076

E-mail [pastorbobk@westhartfordumc.com](mailto:pastorbobk@westhartfordumc.com)

Robert A. Knebel, D.Min., Pastor



August 11, 2016

John A Leary  
c/o Eleanore Leary Estate  
8700 Yardley Drive  
Alexandria, VA 22308

Dear Mr. Leary,

We recently sent you a letter about an upcoming public hearing relative to the acquisition of vacant lots at 15 & 17 Berkshire Road. In addition, we would like to reach out to you as neighbors, and invite you to meet with us here at church prior to the public hearing. We will hold this meeting at 7:00 pm on Thursday, August 18, 2016, in our Fellowship Hall, to outline our plans for this property, and to give you an opportunity to express any comments or concerns you may have. The entrance to the Fellowship Hall is located at the lower end of the parking lot.

If you cannot attend this meeting, you are most welcome to call us at (860)521-7766 to voice your concerns. If you leave a message, please let us know the best phone number and time to return your call.

Sincerely yours,

Rev. Dr. Robert A. Knebel

Pastor of West Hartford United Methodist Church

Neighborhood  
Outreach - Abutter's  
List

Lucila and Jose Diaz  
Or Current Property Owner  
19 Berkshire Road  
West Hartford, CT 06110

Lupo Mancini  
Or Current Property Owner  
20 Berkshire Road  
West Hartford, CT 06110

Geoffrey Gidman  
Or Current Property Owner  
25 Berkshire Road  
West Hartford, CT 06110

Precious Holmes  
Or Current Property Owner  
27 Berkshire Road  
West Hartford, CT 06110

Brian O'Connor  
Or Current Property Owner  
18 Berkshire Road  
West Hartford, CT 06110

Ruth Herr  
Or Current Property Owner  
21 Berkshire Road  
West Hartford, CT 06110

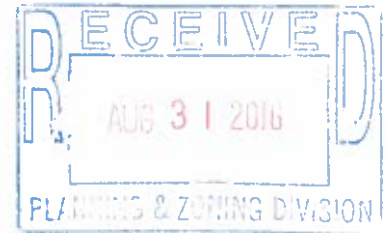
John A Leary  
c/o Eleanore Leary Estate  
8700 Yardley Drive  
Alexandria, VA 22308



*Emailed on 8.31.16 to: K. Shugkus  
cc: C. Dorau, T. Dumas*

DEPARTMENT OF  
COMMUNITY SERVICES

August 31, 2016



TO: Catherine Dorau, Associate Planner

FROM: Charles R. Guarino, Civil Engineer II *CRG*

SUBJECT: 1358 New Britain Avenue

There are no engineering concerns on the plan titled "Special Use Permit Property of West Hartford United Methodist Church #7 Berkshire Road #15 Berkshire Road #17 Berkshire Road & #1358 New Britain Avenue West Hartford Connecticut Scale 1"=30' Date: July 1, 2016 Last Revised 8/29/2016".

CRG:sr

C: Duane J. Martin, P.E., Town Engineer



TOWN OF WEST HARTFORD 50 SOUTH MAIN STREET  
WEST HARTFORD, CONNECTICUT 06107-2431  
(860) 561-7540 FAX: (860) 561-7551  
[www.westhartford.org](http://www.westhartford.org)





## Catherine Dorau

---

**From:** Catherine Dorau  
**Sent:** Tuesday, August 23, 2016 11:37 AM  
**To:** 'Kenneth Shuskus'  
**Cc:** Todd Dumais; Brittany Bermingham  
**Subject:** RE:SUP # 1134-R1-16 and Lot Line Revision # 259

Ken,

Thank you for the clarification which leads to the following comments...

**SUP:**

- The revised SUP is missing the two addresses 15 and 17 Berkshire Road (prior plan was addressed correctly). They should be on the revised plan because at this point in time (and legally for our public hearing notices) the two lots are still there.
- The plan should also show the two lots with the proper notation on the lot lines that are to be removed – this will also clarify for the TPZ when they read your narrative and look at your plan.
- The complete CL&P 20' easement should be shown on the plan. (Have Pete check if the proposed gazebo is in the CL&P easement area and if it needs to be shifted slightly.)

Please submit one full size plan and one reduced 11 x17 plan by Tuesday, August 30<sup>th</sup>.

**Lot Line Revision:**

- The Lot Line Revision application plan should be revised to showing the removed lot lines and the table updated – to include the existing and proposed lots.

Please call me if you have any questions.

Regards,

Cathy

Catherine Dorau

Associate Planner

Town of West Hartford

Department of Community Services: Planning and Zoning Division

50 South Main Street, Room 214 | West Hartford, CT 06107 | ph 860.561.7554 | f 860.561.7504

[cdorau@westhartfordct.gov](mailto:cdorau@westhartfordct.gov)

---

**From:** Kenneth Shuskus [mailto:kens@us.ibm.com]  
**Sent:** Tuesday, August 23, 2016 10:59 AM  
**To:** Catherine Dorau <[cdorau@WestHartfordCT.gov](mailto:cdorau@WestHartfordCT.gov)>  
**Cc:** Todd Dumais <[Todd.Dumais@WestHartfordCT.gov](mailto:Todd.Dumais@WestHartfordCT.gov)>  
**Subject:** Re: Lot Line Revision # 259

Catherine, yes, we will merge the existing lots into our existing property. We have no plans to sell them anyway, and we want the screening requirement moved to the road so we can use the property and see the back of the parking lot from the front of the building. I have taken pictures from across the street as well as from the building so everyone will have a visual perspective.



Ken Shuskus  
IBM CHQ Accounting  
3J-25 OB2, Somers, NY (914) 766-2427 or T/L 826-2427

▼ Catherine Dorau ---08/23/2016 10:24:32 AM---Ken, Thank you for the revised plan and narrative.

From: Catherine Dorau <[cdorau@WestHartfordCT.gov](mailto:cdorau@WestHartfordCT.gov)>  
To: Kenneth Shuskus/Somers/IBM@IBMUS  
Cc: Todd Dumais <[Todd.Dumais@WestHartfordCT.gov](mailto:Todd.Dumais@WestHartfordCT.gov)>  
Date: 08/23/2016 10:24 AM  
Subject: Lot Line Revision # 259

---

Ken,  
Thank you for the revised plan and narrative.

From the plan you submitted – it looks as though you're intent is to merge the three lots #1358, 15, & 17 into one. Is that correct?

Regards,

Catherine Dorau  
Associate Planner  
Town of West Hartford  
Department of Community Services: Planning and Zoning Division  
50 South Main Street, Room 214 | West Hartford, CT 06107 | ph 860.561.7554 | f 860.561.7504  
[cdorau@westhartfordct.gov](mailto:cdorau@westhartfordct.gov)

## Catherine Dorau

---

**From:** Catherine Dorau  
**Sent:** Thursday, August 11, 2016 1:12 PM  
**To:** 'kens@us.ibm.com'  
**Cc:** Todd Dumais; 'peterparizo@sbcglobal.net'  
**Subject:** FW: 7, 15, & 17 Berkshire Road and 13558 New Britain Avenue - Special Use Permit # 1134-R1-16

Good Afternoon Ken,

The Planning Division has reviewed the plans associated with the subject Special Use Permit. I have the following comments on the plans dated July 14, 2016 for the West Hartford United Methodist Church:

1. The plan title should read 'Special Use Permit'.
2. The Special Exception approval granted by the ZBA on May 23, 1957 had a condition of approval requiring a ten (10) foot landscaped area along the perimeter of the parking area. The intent of the condition is to provide a complete visual screening of the parking area from the adjacent residential properties. The plan should provide complete screening of the parking area to the rear of the abutting residential parcels at 15 & 17 Berkshire Road.
3. The *proposed* 6 ft. vinyl fence between the church, 17 Berkshire Road, and 19 Berkshire Road should be noted as such.
4. The plan should provide a detail of the 4' vinyl picket fence (shall not be more than ½ solid per Section 177-20 D.(1).
5. The plan should detail the proposed landscaped areas (type of plants, size, and location).
6. The aisle widths should be dimensioned on the plan.
7. The parking spaces should be dimensioned.
8. Is there lighting in the parking area? If so, it should be shown and detailed. Is any proposed?
9. The number of seats in the church and the number of parking spaces should be identified on the plan.
10. The exit drives on New Britain Avenue and Berkshire Road should have 'Do Not Enter' signs on both sides of the driveway (detail on the plan).
11. The Building Department has advised the handicapped parking for 294 parking spaces (last number shown on a plan) is 7 accessible spots, 2 of which must be van accessible type. The plan should be adjusted accordingly and include signage.

If the proposed 6 ft. and 4 ft. vinyl fencing (along 17 Berkshire Rd.) is intended to provide the parking lot screening - it doesn't meet this requirement. Alternatively, if the proposed 6 ft. fence was shown to follow the side of 19 Berkshire (approx.. 50') and took a right southerly angle along the rear of 17 and 15 Berkshire Road – this would provide the required screening.

A revised plan addressing the above comments should be submitted by 8.22.16. One large size copy 24"x36" and one reduced 11"x17" should be submitted.

Please contact me if you have any questions.

Best Regards,

Catherine Dorau  
Associate Planner  
Town of West Hartford  
Department of Community Services: Planning and Zoning Division  
50 South Main Street, Room 214 | West Hartford, CT 06107 | ph 860.561.7554 | f 860.561.7504  
[cdorau@westhartfordct.gov](mailto:cdorau@westhartfordct.gov)